

Policy Title	Transcript		
Responsible AIU Office (Higher Management/Directorate)	Vice President for Academic Affairs		
Policy Owner (Executive Department/Office)	Admission and Registration Department		
Pertinent Dates	Create Date: April 2022 Expire Date: Revise Date Approval Date: Effective Date:		

## I. SCOPE OF POLICY

The academic transcript policy focuses on the information to be presented on its front and back sides of the transcript. The policy presents the procedures to issue and approve the transcript.

#### II. **DEFINITIONS**

Transcript: The transcript is a reflection of a student's academic performance at AIU. Where all courses taken at AIU, at any level or program must be recorded. Any action taken that affects the student's performance must be recorded. Ex: academic probation, academic suspension, academic dismissal or leave of absence

## III. POLICY STATEMENT

The transcript is a reflection of a student's academic performance only at AIU where academic actions such as academic probation, academic suspension, or academic dismissal are recorded on the academic transcript.

The transcript must inclue the following information:

- All academic data such as course grades, GPA, hours attempted, hours earned, semesters enrolled.
- Dean's list at the graduating semester only.
- Periods of non-enrollment, and/or interruptions in a student's education activity (leaves of absences, withdrawals).
- Diciplinary annotations in cases of dismission. disciplinary suspension.

A separate transcript for Co-curricular or extra curricular activities to be issued for students including non-academic information such as badges, micro-credentials, coursera courses, participation in clubs, teams, service-learning opportunities. Also, competions notations to indicate creative awards won, or projects complete beyond the tranditional classroom.



The student name on the transcript cannot be changed at any time even after the student graduates unless the student submits a court-ordered change of name. Upon presentation of a certified copy of the court order, diplomas in the new name may be issued to the graduate.

Each graduate will recive two graduate diplomas in both English and Arabic languages. A graduate student may request to reissue the diploma, the new diploma must have wording that diploma has been reissued. The reprinted diploma will carry the precise date the degree was originally awarded.

The following table include data elements that will be included in the student's transcript:

Institution Identification				
Name	At the top of each page			
Location: City, Phone Number, Website	At the footer of each page			
Language of Instruction	At the back of the transcript			
Student Identification				
Name	As shown on the high school certificate			
Student ID number				
Date of Birth	Day and month only			
Record of work at Alamein International University (AIU)				
Semesters of Attendance	Essential			
Withdrawal Date	Used to document the complete withdrawal from AIU			
Course Identification	Course code and title			
Credits attempted per course				
Credits Earned per course				
Unit of credit				
Grades	Whether will be included in the GPA calculations or not.			
Term Grade Point Average (GPA)				
Cumulative GPA				
Grade points	Earned grade * number of credits			
Semester grade points	Total grade points earned each semester			
Cumulative Grade points	Grade points earned for all semesters			
Narrative Evaluation	If needed			
Demonstrated Competencies	Non-classroom experiences for which credit is awarded			
Graduation Requirements	Military training for male students and English graduation			
	requirement			
Record of work pursued at prior Institut	ion (s)			
Accepted Transfer Credits				
Courses, Grades, Credits per course	Courses that the student will be exempted from studying and			
	leading to graduation only.			
Academic Status				
Academic Probation	May include withdrawal, suspension or dismissal			
Academic Suspension or Disciplinary				
Suspension or Ineligibility to Re-enroll				
Academic Honors	At the graduating semester only			
Class Rank	At the graduating semester only			
Statement of Graduation				
Degree Earned	Title of the degree			
DATE CONFERRED				



Date completed	May be the same as date conferred, should be added if it is different			
Major				
Minor, Concentration or specialization				
Honors and Distinctions	Only academic honors			
Transcript Issuance Information				
Courses in progress	IP, or In Progress for the courses that the student is currently enrolled in			
Date of issue				

The transcript issued with the AIU seal only will be signed approved by the registrar and the dean of the faculty only. The transcript sealed by the MoHE must be approved and signed by the Provost and the President.

Information related to AIU and key to clarify the information presented on an academic transcript and provide guidance for understanding and evaluating that information. The key is essential and integral component of the transcript to be printed on the back side of the transcript. Like: contact information, the accreditation sttement, academic calendar system, definition of enrollment semesters, unit of creit, language of instruction, grading system, grade point average calculation, repeated courses rule and a warning against alteration or forgery.

#### IV. **RESPONSIBILITIES**

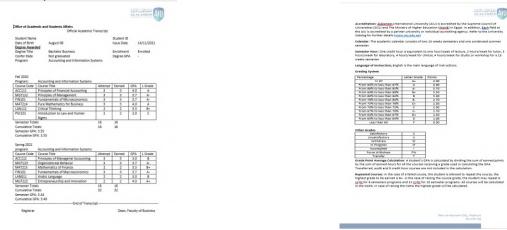
The registrar office is responsible for issuing the transcript and revise the accuracy of the information. Dean, Vice President for Academic Affairs and the President to approve the transcript issuance.

#### V. POLICY STANDARDS AND PROCEDURES

- 1- The student requests the official transcript and pay the corresponding fees.
- 2- The registrar office issues the transcript and make sure all the signatures are fulfilled.

#### VI. FORMS/INSTRUCTIONS (if applicable)

#### Transcript





## VII. APPENDICES (if applicable)

Refer to 1) the tuition and fees policy, 2) the co-curricular/ extra- curricular transcripts.

# VIII. CONTACT INFORMATION

Email: <u>registrar@Aiu.edu.eg</u> Website: <u>https://aiu.edu.eg/</u> Facebook Page: <u>https://www.facebook.com/AiuOfficialgov</u>

Triggered by:	Name: Nadia Eltelaity	Date: April 2022	Sig.
Created by:	Name	Date	Sig.
Revised by:	Name	Date	Sig.
Approved by:	Name	Date	Sig.